



INFOCUS COURSEWARE

Microsoft Access 2013 Level 3



Product Code: INF1332

❖ General Description

The skills and knowledge acquired in **Microsoft Access 2013 - Level 3** are sufficient to design and create a multi-table database and automate operations using macros and have a general understanding of the programming environment in Microsoft Access 2013.

❖ Learning Outcomes

At the completion of this course you should be able to:

- design a relational database project
- create a relational database file with multiple tables
- set table relationships and join tables together
- create queries based on one or more tables
- create and work with aggregation queries
- create and use a series of action queries
- work with a number of macro techniques
- create some simple programming code using **VBA**

❖ Prerequisites

Microsoft Access 2013 - Level 3 assumes a significant knowledge of the software, and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

76 topics

❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Duration

This course is based around a 1 day training program consisting of 6 hours class training.

❖ After training support

All the training material will be available for the delegate to use after the training day through our online workroom.

Product Information

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Relational Database Design

- Designing A Relational Database
- Scoping The System
- Determining The Inputs
- Normalising A Database
- First Normal Form (1NF)
- Second Normal Form (2NF)
- Second Normal Form – Case Study
- Third Normal Form (3NF)
- Database Indexing

Creating A Relational Database

- Creating A New Database File
- Creating Lookup Tables
- Defining A Primary Key
- Saving And Closing A Table
- Creating The Expense Type Table
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- Understanding Lookup Relationships
- Looking Up The Employees Table
- Looking Up The Expense Types Table
- Viewing Table Relationships
- Understanding Table Joins
- Editing The Employee Table Join
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- Understanding Relational Queries
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- Filtering A Relational Query
- Filtering Related Fields
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- Modifying Aggregation Headings

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Macro Techniques

- Creating A Print Macro
- Using Conditions To Enhance A Macro
- Creating A Sequence Of Conditions
- Understanding The Versatility Of MsgBox
- Using The MsgBox Function
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An Introduction To VBA

- Understanding VBA
- Coding VBA For An Event
- Running VBA Event Code
- Understanding MsgBox And InputBox
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- Creating A Button For The Simulator
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